

**REGIONAL WATER RESOURCE AGENCY
JOB DESCRIPTION**

Job Title: Maintenance Worker

Department: Operations

Division: Field Operations

Reports to: Field Operations Supervisors

FLSA Status: Non-Exempt

Pay Level: 11-14

Revised Date: January, 2024

Physical and Environmental Requirements: Very Heavy

Respirator Required: Yes

Supervisory Responsibilities: None

Work Hours (typically): 7:00am – 3:30pm, M-F

On-call Status: 24 hours a day, 7 days a week (as scheduled)

Uniforms: Required

JOB SUMMARY:

Employees in this class perform a wide variety of manual tasks, as well as equipment operation, operating semi-tractor/trailer and dump trucks, installing pipe, or any general labor involved with sanitary, storm, and wastewater treatment plant sewer installation, repair, and system inspection/cleaning. Job requirements shall include confined space entries, trenching and shoring, working in traffic, pipe fitting, concrete work, dirt work, truck driving, heavy equipment operation, and general equipment/fleet maintenance.

DUTIES AND RESPONSIBILITIES:

- Repairs and installs sanitary, storm, combined, and plant process sewer piping systems ranging from 2 inches to 96 inches in diameter, as well as civil construction/finish work such as concrete sidewalks, driveways, streets, and yard repairs
- Operates construction equipment such as backhoe, excavator, skid loader, semi-tractor trailer, dump truck, large utility tool truck, pick-up truck, front-end loader, or other job-related equipment, such as concrete saw, pumps, laser level, air compressor, jackhammer, and miscellaneous hand tools
- Operates a semi-tractor with a low deck trailer hauling various construction equipment (backhoe, excavator, etc.)
- Inspects and cleans sanitary, storm, combined, and plant process sewer piping systems, ranging from 2 inches to 96 inches in diameter
- Operates sewer cleaning equipment such as jet rodder/vacuum truck with operating pressures up to 2000 psi and pick-up tool truck
- Operates a semi-tractor trailer hauling up to 20 tons of dewatered sludge to the Daviess County Landfill, as needed
- Performs daily/weekly/monthly/semi-annual preventative maintenance on jet-rodders auxiliary engines, filter cleanings, oil changes, thorough inspection of hoses and attachments, and minor maintenance of the chassis, as needed
- Assists in the operation of sewer inspection equipment such as closed-circuit television inspection system and pick-up tool truck

- Routinely performs horizontal and vertical confined space entries, such as pipes, open trenches, manholes, catch basins, vaults, and pits; most accesses to these spaces are minimum 24 inches in diameter
- Operates confined space entry equipment, such as atmospheric testing devices, respirators [Self-Contained Breathing Apparatus (SCBA)], and entry equipment (tripods and harnesses)
 - All employees in the RWRA respirator program must be clean shaven
- Performs daily Department of Transportation (DOT) inspections of commercial vehicles
- Performs minor maintenance, cleaning, and repairs on equipment, tools, and vehicles
- Routinely works in traffic and performs traffic control, including placing traffic control (signs, cones, barrels, and arrowboards) and flagging
- Completes minor paperwork, such as permits, maintenance logs, and DOT inspection forms
- Operates two-way radio systems, as needed
- Responds at any given time for emergencies (disasters, trench rescue, sewer failures, etc.)
- Maintains condition of buildings, grounds, and equipment (cleaning, waxing, painting, mowing, trimming and servicing), as needed
- Performs minor repairs using welding and cutting equipment
- Assists other Agency departments, as needed
- Duties and responsibilities may be changed and/or additionally assigned by Management at any time

EDUCATION:

High School Diploma or General Educational Development (GED) Credential is required.

EXPERIENCE AND ABILITIES:

- **Entry Level:** Construction experience preferred, such as pipelines, utility work, or buildings.
- **Progression Level 1: Minimum** of one year of demonstrated experience in pipeline maintenance, cleaning, and inspection is required. Continuous capability and satisfactory performance of all PL1 performance criteria, job duties and responsibilities is required to maintain status.
- **Progression Level 2: Minimum** of two years of demonstrated independent, adept experience and knowledge in pipeline maintenance, cleaning, and inspection is required. Continuous capability and satisfactory performance of all PL2 performance criteria, job duties and responsibilities is required to maintain status.
- **Progression Level 3: Minimum** of three years of demonstrated, independent, adept experience in pipeline maintenance, cleaning, and inspection required in combination with PL2 requirements, pipe crawling responsibilities (min 24" I.D. pipe) and demonstrated excellence in troubleshooting skills, system knowledge, and operation of all fleet and equipment. Continuous capability and satisfactory performance of all PL3 performance criteria, job duties and responsibilities is required to maintain status. PL2 Maintenance Workers shall be eligible to re-attain PL3 status a maximum of one time during employment should status criteria fail to be maintained.

CERTIFICATES, LICENSES, REGISTRATIONS:

- **Entry Level:** Must have a valid driver's license, prior to employment. Commercial Driver's License with Class A endorsement required (to be obtained within 1 year of employment).
- **Progression Level 1:** Maintenance Exam 1 required to be passed and CDL obtained.
- **Progression Level 2:** Maintenance Exam 2 required to be passed.
- **Progression Level 3:** Maintenance Exam 3 required to be passed.

MINIMUM QUALIFICATIONS:

Must be 18 years of age or older. Must pass the drug and alcohol test and background check. Must meet and maintain minimum physical requirements for the job as set forth by the organization's physician.

LANGUAGE SKILLS:

Ability to read and comprehend simple instructions, short correspondence and memos. Ability to write simple correspondence. Ability to effectively present information one-on-one to employees of the organization.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions and decimals with a calculator.

REASONING ABILITY:

Ability to apply common sense understanding to carry out detailed, written, or oral instructions. Ability to deal with problem situations involving general public and employees.

ADDITIONAL CERTIFICATIONS, LICENSES, REGISTRATIONS:

MUTCD Traffic Control Technician certification is required within the first year of employment.

COMMENTS:

All employees of the Regional Water Resource Agency (RWRA) must adhere to the applicable provisions of the RWRA Employee Handbook, RWRA Drug & Alcohol Policy, and any other local, state, or federal regulations that apply. RWRA is a drug-free workplace; therefore, all employees are subject to drug and alcohol testing.

ACKNOWLEDGMENT:

I acknowledge that I have read the job description and requirements for the Maintenance Worker position, and I certify that I can perform these functions.

Employee Signature

Date

**SUMMARY OF STANDARD WORK REQUIREMENTS
NEEDED TO PERFORM ESSENTIAL JOB DUTIES**

Job Title: **Maintenance Worker**

Job Class: **Very Heavy (> 100 lbs)**

A. POSITIONAL DEMANDS

	Never (0%)	Occasional (1-33%)	Frequent (34-66%)	Constant (67-100%)
1. Standing				X
2. Walking			X	
3. Sitting		X		
4. Balancing				X
5. Climbing:				
a. Stairs		X		
b. Ladders		X		
6. Reaching:				
a. Forward			X	
b. Overhead		X		
7. Stooping			X	
8. Crouching		X		
9. Kneeling			X	
10. Crawling			X	
11. Feeling				X
12. Grasping:				
a. Simple Hand				X
b. Firm Hand			X	
13. Fingering		X		
14. Object Handling				X
15. Operating Controls		X		

B. PHYSICAL DEMANDS

1. Lift:				
a. Up to 10 pounds			X	
b. 11 to 20 pounds		X		
c. 21 to 35 pounds		X		
d. 36 to 50 pounds		X		
e. 51 to 75 pounds		X		
f. 76 to 100 pounds		X		
g. Over 100 pounds	X			
2. Carry:				
a. Up to 10 pounds		X		
b. 11 to 20 pounds		X		
c. 21 to 35 pounds		X		
d. 36 to 50 pounds		X		
e. 51 to 75 pounds		X		
f. 76 to 100 pounds		X		
g. Over 100 pounds	X			
3. Push:				
a. Up to 10 pounds		X		
b. 11 to 20 pounds		X		
c. 21 to 35 pounds		X		
d. 36 to 50 pounds		X		
e. 51 to 75 pounds		X		
f. 76 to 100 pounds		X		
g. Over 100 pounds	X			

	Never (0%)	Occasional (1-33%)	Frequent (34-66%)	Constant (67-100%)
4. Pull:				
a. Up to 10 pounds		X		
b. 11 to 20 pounds		X		
c. 21 to 35 pounds		X		
d. 36 to 50 pounds		X		
e. 51 to 75 pounds		X		
f. 76 to 100 pounds		X		
g. Over 100 pounds		X		

C. SENSORY REQUIREMENTS

1. Vision:				
a. Far			X	
b. Near			X	
2. Depth Perception			X	
3. Color Discrimination		X		
4. Field Vision			X	
5. Accommodation			X	
6. Perception:				
a. Spatial			X	
b. Form			X	
7. Feeling		X		
8. Speaking			X	
9. Hearing				X

D. WORK ENVIRONMENT (Exposures)

1. Inside Environment		X		
2. Weather Conditions				X
3. Temperature				X
4. Cold			X	
5. Heat			X	
6. Wet/Humidity			X	
7. Biological Agents			X	
8. Human Body Fluids			X	
9. Chemicals		X		
10. Hazardous Materials		X		
11. Floor Surface				X
12. Lighting				X
13. Vibration		X		
14. Unprotected Heights		X		
15. Confined/Cluttered		X		
16. Moving Equipment		X		
17. Fumes/Airborne Particles		X		
18. Hazards		X		